

June 2008

# SCHOOL FINANCE UPDATE

*A Monthly Newsletter Published by the School Finance Division*

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This newsletter is emailed to school districts, county superintendents, county treasurers, and auditors each month. The newsletter is intended to reach all district staff involved in budgeting, accounting, enrollment, special education funding, and federal programs. Please forward this newsletter to all interested parties. Got suggestions for items to include here? We'd love to hear from you!

## OPI Summer Budgeting and Accounting Workshops

The OPI Summer Budgeting and Accounting Workshops are scheduled on the following dates and locations:

<b>July 9 – Havre</b>	Great Northern Inn
<b>July 10 – Great Falls</b>	Hampton Inn
<b>July 15 – Kalispell</b>	Red Lion Colonial Inn
<b>July 16 – Missoula</b>	C'Mon Inn
<b>July 17 – Bozeman</b>	Holiday Inn
<b>July 22 – Sidney</b>	USDA/ARS Facility
<b>July 23 – Miles City</b>	Miles City Community College, Room 106
<b>July 24 – Billings</b>	Holiday Grand Inn

You can register for the above workshops at the following link:

<http://www.opi.mt.gov/Regforms/SBAW/Index.html>

We hope to see you there!

For more information, contact Adam Anfinson [Adam Anfinson](#) or (406) 444-4524

## MASBO Summer Conference and New Clerks Workshop

Join the Montana Association of School Business Officials as it celebrates 40 years of serving school district business staff! The MASBO New Clerks Workshop will be held June 16 and 17 at the Heritage Inn in Great Falls. The MASBO Summer Conference will be held June 18, 19 and 20 at the same location. A link to the conference brochure is located on their website at: <http://www.masbo.com/pdfs/conferences/Conference%20Program.pdf>

The new clerks workshop offers 2 days of valuable information for staff new to the school business office. The summer conference is an opportunity to attend quality training focused on school business operations, including payroll, accounting and budgeting. Both events are excellent ways to network with district clerks from across the state. We hope to see you there! For more information, contact [Lynda Brannon, MASBO Executive Director](#), (406) 442-5599

## June 2008 MAPT Bus Driver Conference

The MAPT Bus Driver Conference will be held in Billings at the Holiday Inn Grand Montana on June 18-20. Registration materials, a preliminary agenda, and lodging information are available on the Pupil Transportation web page at <http://www.opi.mt.gov/pupiltransport/index.html#train>

Due to the high cost of food and fuel, conference rates have increased. However, the conference is the best training dollar that a district can spend!

Nomination sheets for various award are also posted on the Transportation web page:

25 Year Service Award: <http://www.opi.mt.gov/PDF/PupilTransport/25YrService.pdf>  
MHP Driver of the Year: <http://www.opi.mt.gov/PDF/PupilTransport/MHPDOY.pdf>  
MHP Aide of the Year: <http://www.opi.mt.gov/PDF/PupilTransport/MHPAideOTY.pdf>  
Special Needs Driver of the Year:  
<http://www.opi.mt.gov/PDF/PupilTransport/QStraintDOY.PDF>  
Special Needs Aide of the Year:  
<http://www.opi.mt.gov/PDF/PupilTransport/QStraintAideOTY.PDF>  
**For more information, contact [Betty Kunkel](#), 406-454-6776**

### **FY2007-08 Second Semester Transportation Payments**

The payment for FY2007-08 second semester transportation claims will be made on June 25, 2008. Payment will be generated only on those routes where all documents are current and up-to-date in the transportation system. Please be sure to update all driver certificates (TR-35) that might expire during the second semester period. Bus inspections (TR-13) for the second semester must have been completed by January 31, 2008 and entered into the transportation program.

FY2007-08 claims for reimbursement (TR-5 and TR-6) received by OPI after May 24, but before June 30, 2008 will be paid in September.

**For more information, contact Maxine Mougeot [Maxine Mougeot](#) or (406) 444-3096**

### **Information Available on the School Finance Web Page**

School districts are encouraged to review the following information about reporting and tracking revenues and expenditures related to additional funding provided in the 2005 and 2007 Special Sessions:

Guidance for Tracking FY2007-08 Funding Components, located at <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/Acct/RPTFY07Components.pdf>, includes information about the Quality Educator, At Risk Student, Indian Education for All and American Indian Achievement Gap payments in the general fund and one-time-only (OTO) money paid in FY2007-08.

Guidance for 2007 Legislative Funding, located at <http://www.opi.mt.gov/PUB/pdf/SchoolFinance/Acct/07LegFundingGuidance.pdf>, contains information about full-time kindergarten, Indian Education for All funding and OTO payments for FY2008-09.

**For more information, contact Denise Ulberg [dulberg@mt.gov](mailto:dulberg@mt.gov) or (406) 444-1960**

### **Pupil Transportation - Roll over contracts and bus routes to FY2008-09**

Districts that are interested in planning their transportation budgets for FY2008-09 can roll over the bus routes and individual contracts to the next year.

To roll over contracts or bus routes to FY2008-09:

- Log into the transportation program.
- Place the cursor over Administration and click on either Rollover Bus Routes or Rollover Individual Contracts.
- Choose the routes or contracts that need to be rolled over to 2009 and click the Rollover button. A message in RED will appear stating that the contracts or routes have been rolled over. To finish entering the data (students, percentages, kindergarten trips):
- Place the cursor over Data Entry and choose either the TR-1 Bus Routes or TR-4 Individual Contracts.
- Click on the school name and pick the correct year (2009) since the default is always current year in these two modules. Make sure the data is accurate and all information is complete.
- Click on List Bus Routes or the List Individual Contracts button to view the individual contract daily rates and bus route mileage rates.

Districts can use the Transportation Budget Spreadsheet to estimate FY2008-09 on-schedule reimbursements for FY2008-09. The spreadsheet is located on the OPI website at:

<http://www.opi.mt.gov/PUB/pdf/SchoolFinance/budget/08TransBudgetWrkSht.xls>

For more information, contact Maxine Mougeot [mmougeot@mt.gov](mailto:mmougeot@mt.gov) or (406) 444-3096

### **FY2008-09 Preliminary General Fund Budget Data Sheets**

FY2008-09 Preliminary General Fund Budget Data Sheets and General Fund Budget Spreadsheet were made available on the OPI website in March.

The Preliminary General Fund Budget Data Sheets may be accessed at the following link:  
<http://opi.mt.gov/Pub/School%20Finance/PreliminaryBudgetDataSheets/FY2009/>

The General Fund excel spreadsheet may be accessed at the following link:  
[http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY09\\_Elem-HS\\_K12\\_vF1.xls](http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY09_Elem-HS_K12_vF1.xls)

Other resources available to you on the OPI website include:

FY2008-09 General Fund Overview and Worksheets located at:

[http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08\\_09GenFundBudOvrviewWrkshts.pdf](http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08_09GenFundBudOvrviewWrkshts.pdf)

FY2008-09 Budget Limitation Summary is located at:

[http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08\\_09BudgetSummary.pdf](http://www.opi.mt.gov/PUB/PDF/SchoolFinance/budget/FY08_09BudgetSummary.pdf)

To help us serve you better, please direct questions regarding this information to the appropriate individual:

Questions or assistance viewing files: Donell Rosenthal (406) 444-3024

Budgeting/Entitlement Questions: Janelle Graybeal (406) 444-3249 and Kathleen Wanner (406) 444-9852

Enrollment Questions: Nica Carte (406) 444-4401

FTE Data for the Quality Educator Payment: Karen Crogan (406) 444-2410

American Indian Enrollment Data: Andy Boehm (406) 444-0375

Title I Allocation Data: BJ Granberry (406) 444-4420

Election Questions: Adam Anfinson (406) 444-4524

For more information, contact Janelle Graybeal [jgraybeal@mt.gov](mailto:jgraybeal@mt.gov) or (406) 444-3249

### **Sign Up for E- Grants Listserve Now!**

The E-grants listserve will be used more and more in the future to distribute information about federal grant applications, payment processes, and other E-Grant user information. If you are responsible for entering or approving applications or cash requests, please sign up now for the listserve to ensure you receive future emails.

Sign up by clicking on "Subscribe to E-Grants Listserve" at:

<http://opi.mt.gov/ITProjects/E-Grants.html>

For more information, contact Kellee English [kenglish@mt.gov](mailto:kenglish@mt.gov) or (406) 444-7841

### **Revenue Source Code 3440 Expires July 1, 2008**

The Property Tax Reimbursement (revenue source code 3440), is distributed by the Department of Revenue as replacement revenue for the reduction of property tax rates (see 15-1-111 and 15-1-112, MCA). This reimbursement revenue expires effective July 1, 2008.

School districts should no longer estimate it as a revenue source in the budgeted funds beginning with FY2008-09 budgets.

The FY2008-09 general fund excel spreadsheet has been updated to eliminate revenue source code 3440 from the "Non-Levy Rev" worksheet.

For more information, contact Janelle Graybeal [jgraybeal@mt.gov](mailto:jgraybeal@mt.gov) or (406) 444-3249

## Useful Links

State Entitlement Payments to Schools:

<http://www.opi.mt.gov/PUB/School%20Finance/Payments/>

School Accounting: <http://www.opi.mt.gov/SchoolFinance/Acct2.html>

Forms and Publications: <http://www.opi.mt.gov/SchoolFinance/Forms2.html>

Pupil Transportation: <http://www.opi.mt.gov/PupilTransport/index.html>

Enrollment and ANB: <http://www.opi.mt.gov/SchoolFinance/Enrollment2.html>

Tuition: <http://www.opi.mt.gov/SchoolFinance/Tuition2.html>

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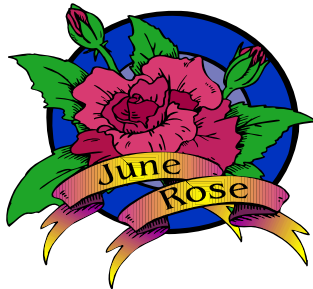
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Happy Summer



From your friends in the  
School Finance Division!